

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	SRFJPMC-60-06
		募集締切日： Closing Date	17 May 06
		発行日： Date of Issue	4 May 06
1.職種名 Job title (等級 Grade 3 / 語学等級 LAD 2) Office Automation Clerk, #605 (オフィスオートメーションクラーク) <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment <div style="font-size: 2em; text-align: center;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity US NAV SRF & JPMC YOKOSUKA JA Engineering & Planning Dept. (C-200) HM & E Engineering Div. (C-240) Technical Support Branch (C-244) Technical Library Section (C-244.4)		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term (<u>6 カ月</u> Months)	
3.勤務時間 Work Schedule (週 40 時間制 40 hrww) 勤務日 Work Days: Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: 0800-1645 /1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Perform procurement of technical manuals, ordering, receiving, inserting changes, binding, making copies, filing on the bookshelf, and assisting librarians by using several office automation applications. Answers telephone, takes messages and refers callers to appropriate library staffs. Inputting data into a computer to update the database. Perform other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-year degree in any field may qualify him/her at 1-3 level. b. Knowledge of general office automation hardware and software applications. c. Skill in operating personal computer such as Word, Excel, Access, PowerPoint, etc. d. Ability to perform general clerical work. e. Ability to speak, read and write English at average proficiency level (LAD-2). f. Ability to speak, read and write Japanese at native language level. * A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A 免許証／修了証 License/Certificate Required : N/A			
8.提出するもの Application and Associated Documents			職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil * <input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form 1) http://hro.cnj.navy.mil *の記入は Complete* in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12 cm x 23.5 cm) 12 cm x 23.5 cm envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)			
問い合わせ先 for Job Inquiries 担当部署／担当者名 POC US NAV SRF & JPMC Yokosuka (SRFJPMC) MLC Manpower Div. (Code 1160) Ms. Takano/(Ms. Satomi) ☎046-816-4552/4553 (Extension/内線 243-4552/4553)	提出先 Office to Submit 〒238-0001 神奈川県横須賀市泊町 1 番地、Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFORJAPAN, HRO Yokosuka JN Employment/Classification Division (N132) ☎046-816-8152 (内線/Extension 243-8152)	事務処理欄 For Official Use PD No.: SRFJPMC-244.4-003-LT PD is accurate and current. Certified by Activity: kk HRO: ah 5/3 ms 5/3	

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません Submitted applications will not be returned.